



***KENV TV 10, ELKO NV
Job Opportunities***

	Date Posted	Dept
All Platform Journalist	11/02/10	News
Operations Manager/ Sales	02/08/11	

2/8/2011

KENV Postings

Please Confirm Job Vacancy Information

Note: the job will not be posted until you press the submit button below

Job ID:	015174
Date Submitted:	02/21/2011
Actual Job Title:	Operations Manager/Sales
Department:	Administrative
FCC Job Category:	Professionals
Compensation:	Commission per year
Employment Type:	30 or more hours per week
Hours/Shifts:	8a-5p Mon-Fri
Education:	
Experience:	
Job Description:	<p>Operations Manager: Interview, hire, evaluate, and schedule all station staff; Generate and maintenance annual budget for entire station; Assure that Public Inspection File and Quarterly reports are filed and maintained; Complete various Corporate forms and paperwork required. Schedule maintenance and troubleshoot building operating systems; Monitor service for company vehicles; Monitor signal quality, audio as well as video, report all problems immediately to designated Corporate Engineer and make adjustments in video and audio as requested; Monitor and record all EAS activity. Transmit weekly EAS test, log all incoming tests. Maintain all EAS logs and transmitter log; Sales: Generate new advertising revenue for station and internet products; Maintain and service existing accounts; Monitor schedules placed with station to insure proper schedules; Develop proposals for clients to aid them in maximizing the utility of their TV dollars; Review and update special programming materials to insure potential advertisers are made aware of upcoming events; Write copy, prepare and produce creative commercials for direct accounts; Project sales figures on a monthly basis; Responsible for collection of individual account billing; and Perform other tasks related to the position as assigned.</p>
Requirements:	<p>Working knowledge of FCC rules and regulations; Strong Sales experience; Two year previous experience in similar position; Must be available for shifts assigned as well as be on-call at all times; Valid driver's license with no DUI convictions; Ability to lift and carry 50 pounds, Please submit resume. Possess a clean driving record and pass a pre-employment drug test.</p>
Benefits:	medical, dental, vision 401K

Originally Posted on job 015097. Did not take

EEO Statement:	This company is an Equal Opportunity Employer committed to the creation of a workplace free from discrimination and harassment. We recruit, hire, train, promote, compensate, and provide benefits and privileges to individuals in all job titles without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, disability, veteran status, or other legally protected status. Our company is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.
Date Job Available:	2/10/2011
Termination Date:	2/25/2011
Contact's First Name:	Carrie
Contact's Last Name:	Walker
Fax:	775-785-1208
E-mail Address:	cwalk@MyNews4.com
Contact Instructions:	Apply in person at 1025 Chilton Circle Elko, NV 89801. Fax resume or application to 775-785-1208. Email resume to cwalker@MyNews4.com.
Level of Outreach:	City/Local Posting
Other Outreach:	-Jobpostings@kvbc.com for job boards KYMA, KSNV, KENV, KPVI, KTVH, KRNK, KCWY. Nevada Broadcasters Association = Earlenelefler@nevadabroadcasters.org, Medialine.com Email to ccmainfor@ccnma.org. Fax to State of Nevada Dept of Employment 775-753-7212, jobspider.com & tvjobs.com
For which station(s) are you advertising this job? KENV-TV	
Hide station(s) on job notice? No	

☐ * I have verified the information and I'm now ready to send the job posting out to the selected outreach area.
Please note! When clicking submit your job posting will be sent to the selected resources immediately. No further edits will be possible. If you leave this page without clicking "Submit This Job" the job will not be posted.

Please Confirm Job Vacancy Information

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Job ID:	015097 <i>Does NOT show in BCS Reported</i>
Date Submitted:	02/08/2011
Actual Job Title:	Operations Manager/ Sales
Department:	All
FCC Job Category:	Office and Clerical
Compensation:	22,880 + Commission per year
Employment Type:	30 or more hours per week
Hours/Shifts:	
Education:	
Experience:	
Job Description:	<p>Operations Manager: Interview, hire, evaluate, and schedule all station staff; Generate and maintenance annual budget for entire station; Assure that Public Inspection File and Quarterly reports are filed and maintained; Complete various Corporate forms and paperwork required. Schedule maintenance and troubleshoot building operating systems; Monitor service for company vehicles; Monitor signal quality, audio as well as video, report all problems immediately to designated Corporate Engineer and make adjustments in video and audio as requested; Monitor and record all EAS activity. Transmit weekly EAS test, log all incoming tests. Maintain all EAS logs and transmitter log; Sales: Generate new advertising revenue for station and internet products; Maintain and service existing accounts; Monitor schedules placed with station to insure proper schedules; Develop proposals for clients to aid them in maximizing the utility of their TV dollars; Review and update special programming materials to insure potential advertisers are made aware of upcoming events; Write copy, prepare and produce creative commercials for direct accounts; Project sales figures on a monthly basis; Responsible for collection of individual account billing; and Perform other tasks related to the position as assigned.</p>
Requirements:	<p>Working knowledge of FCC rules and regulations; Strong Sales experience; Two year previous experience in similar position; Must be available for shifts assigned as well as be on-call at all times; Valid driver's license with no DUI convictions; Ability to lift and carry 50 pounds, Please submit</p>

	resume. Possess a clean driving record and pass a pre-employment drug test
Benefits:	medical, dental, vision 401K
EEO Statement:	This company is an Equal Opportunity Employer committed to the creation of a workplace free from discrimination and harassment. We recruit, hire, train, promote, compensate, and provide benefits and privileges to individuals in all job titles without regard to race, color, creed, religion, ancestry, sexual orientation, national origin, age, sex, disability, veteran status, or other legally protected status. Our company is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.
Date Job Available:	2/8/2011
Termination Date:	3/8/2011
Contact's First Name:	Carrie
Contact's Last Name:	Walker
Fax:	775-785-1208
E-mail Address:	cwalk@MyNews4.com
Contact Instructions:	Apply in person at 1025 Chilton Circle Elko, NV 89801. Fax resume or application to 775-785-1208. Email resume to cwalker@MyNews4.com.
Level of Outreach:	National Posting
Other Outreach:	_jobpostings@kvbc.com for postings at job boards at KYMA, KSNV, KRNV, KENV, KPVI, KTVH, KYMA, KCWY. email to earlenelefler@nevadabroadcasters.org= posting with NV broadcasters association. email to medialine@medialine.com. email to ccmainfor@ccnma.org. fax to State of Nevada Department of Employment # 775-753-7212. post on jobspider.com. post on tvjobs.com
For which station(s) are you advertising this job? KENV-TV	
Hide station(s) on job notice? No	

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Job Listings for KENV-DT:

Job ID	Title	Station	Date Submitted	Candidates Interviewed	Date Available	Responses
P010354	Account Executive	KENV-TV	posted 04/22/2009 entered 03/11/2010	8	4/22/09	8
P010355	Part Time Video Editor	KENV-TV	posted 08/12/2009 entered 03/11/2010	4	8/12/09	4
P010356	All Platform Journalist	KENV-TV	posted 10/14/2009 entered 03/11/2010	4	10/14/09	4
J011006	Account Executive	KENV-TV	06/16/2010	8	6/16/10	8
J011308	Receptionist	KENV-TV	08/03/2010	5	8/3/10	5
J011552	Part Time Video Editor	KENV-TV	09/01/2010	1	09/01/2010	1
J011625	Account Executive-PULLED	KENV-TV	09/13/2010	0	09/13/2010	0
J011931	All Platform Journalist	KENV-TV	11/04/2010	5	11/4/2010	5

015097
Does not
show

Station(s): KENV-TV

Job Resources for (job ID): J015174

Agency Name	Contact Name	Address1	City	State	Zip	Phone	Fax	HC	RN	RI
Adult High School-GED Center	Evelyn Cheney	1215 Franklin Avenue	Lovelock	NV	89419	775-273-9013	775-273-4908	F	N	0
American Institute of Health Technology, Incorporated	Sue Perry	6600 Emerald	Boise	ID	83704	208-377-8080	208-372-7658	F	N	0
American Society for Training and Development-Treasure Valley Chapter	Trish Dunbar	PO Box 1637	Meridian	ID	83680			E	N	0
American Society for Training and Development-Sierra Nevada Chapter	Susan Herr	Communications	Reno	NV	89510			E	N	0
American Staffing		1025 Shoshone Street, North #3	Twin Falls	ID	83301	208-734-6452	208-736-7265	F	N	0
Blackfoot Workforce Development Center	Dan Baldwin	155 North Maple PO Box 9	Blackfoot	ID	83221	208-785-2200	208-785-5036	E	N	0
Boise Job Service		219 West Main Street	Boise	ID	83735	208-334-6233	208-895-8441	E	N	0
Boise One-Stop Career Center		219 Maine Street	Boise	ID	83335	208-334-6204	208-334-6222	F	N	0
Canyon County One-Stop Career Center		5909 Graye Lane	Caldwell	ID	83606		208-454-7720	F	N	0
Canyon County Workforce Development Center		6107 Graye Lane PO Box 220	Caldwell	ID	83605		208-454-7720	E	N	0
Center for New Directions	Bessie Kaslometes	Campus Box 8380	Pocatello	ID	83209		208-782-5160	F	N	0
Centro De La Familia De Utah		320 W. 200 South Suite 300 B	Salt Lake City	UT	84401		801-521-6242	F	N	0
Churchill County	Brad Goelisch	155 North Taylor Street Suite 153	Fallon	NV	89406	775-423-5136	775-423-0717	E	N	0
Churchill Economic Development Authority	Eric Grimes	PO Box 1236	Fallon	NV	89407	775-423-8587	775-423-1759	E	N	0
Citadel-Boise	Leslie Rowe	1419 W. Bannock Street	Boise	ID	83702		208-331-7860	E	N	0
College of Southern Idaho	Jennifer Zimmers	PO Box 1238	Twin Falls	ID	83303	208-733-9554	208-736-3015	F	N	0
College-Albertson College	Glyma	2112 Cleveland Boulevard	Caldwell	ID	83605	208-459-5000	208-454-2077	F	N	0
College-Great Basin College	Pat Collins	1500 College Parkway Cancer Center-Berg Hall	Elko	NV	89801	775-738-8493	775-738-8771	E	N	0

Job Resources for (job ID): J015174

College-Western Nevada Community College		13 Pearl Street	Yerington	NV	89447	775-463-2412	775-463-4334	F	N	0
Community College, Western Nevada		10 21st Street	Hawthorne	NV	89415	775-945-2405	775-945-3621	F	N	0
Crossroads Christian Counseling and Club	Jack	115 East 16th Street	Idaho Falls	ID	83404	208-529-4673	208-529-4676	F	N	0
Department of Health and Welfare	Ruth Whittington	PO Box 4166	Pocatello	ID	83201	208-235-2875	208-236-6100	F	N	0
Development Workshop, Incorporated		555 West 25th Street	Idaho Falls	ID	83402	208-524-1550	208-523-3148	F	N	0
Elko County Social Services	Roxanne Suter	571 Idaho Street	Elko	NV	89801	775-738-4375		E	N	0
Elko County Juvenile Probation Office	Roger W. Sayre	665 West Silver Street	Elko	NV	89801	775-753-1603		E	N	0
Elmore County Probation	Skip Clapp	630 South Hackett Street	Mountain Home	ID	83647	208-587-8170		E	N	0
Experience Works	Gerry Aury	2115 Vista Ave. Suite A	Boise	ID	83705	208-429-8077	208-429-8084	E	N	0
Experience Works	Margie Alexander	.308 Shoshone St. E # 2	Twin Falls	ID	83301	208-734-3305	208-732-6084	E	N	0
Governor's Workforce Development Council	Claudia	P O Box 83720	Boise	ID	83720	208-334-2100	208-334-3454	E	N	0
HEALTH & WELFARE DEPT	LETY	PO BOX 68	GLENNS FERRY	ID	83623	208-366-7422x	(208) 366-7422	F	N	0
Health and Welfare Department		.35 West Court Street	Weiser	ID	83672	208-549-0811	208-528-5837	F	N	0
Health and Welfare Department Region 4	Leann Simmons	P.O. Box 83720	Boise	ID	83720	208-334-6799	208-587-5024	F	N	0
Idaho Commerce & Labor	John Russ	219 Main St.	Boise	ID	83735	208-332-3575	208-334-6222	E	N	0
Idaho Commerce & Labor-Blaine County	Jerry	513 N. Main Suite 1	Hailey	ID	83333	208-788-3526	(208) 788-3041	E	N	0
Idaho Commerce & Labor-Elimett	Rudy Hernandez	2030 S. Washington St.	Emmett	ID	83617	208-364-7780	208-365-6599	E	N	0
Idaho Commerce & Labor-Magic Valley	Wayne Weiner	420 Falls Ave.	Twin Falls	ID	83301	208-735-2500	(208) 736-3007	E	N	0
Idaho Commerce & Labor-Mountain Home	Albert Clement	1993 East 8th North	Mountain Home	ID	83647	208-364-7788	208-587-2964	E	N	0
Idaho Commerce & Labor-Payette	James Smith	501 N. 16th ST. STE. 107	Payette	ID	83661	208-642-9361	208-642-7150	E	N	0
Idaho Department of Labor	Selenia Mesa	430 North 5th Avenue	Pocatello	ID	83201	208-236-6710	208-232-0865	E	N	0
Idaho State Department of Labor	John Calkins	5440 West Franklin Road, Suite 100	Boise	ID	83705	208-334-6156	208-332-7417	F	N	0

Job Resources for (job ID): J015174

ITT Technical Institute-Boise, ID	Neil Whited	12402 West Explorer Drive	Boise	ID	83713	208-322-8844	208-322-0173	E	N	0
Job Corp Center-Centennial	Sharon Marrison	3201 Ridgeway Dr.	Nampa	ID	83687	208-442-4500	208-442-4506	E	N	0
Job Service		260 4th Avenue North	Twin Falls	ID	83301	208-736-3000	208-736-3007	F	N	0
JOB SERVICE	SPENCER LACHANCE	205 E. WATER TOWER RD	MERIDIAN	ID	83642	208-895-6600x	(208) 895-8441	E	N	0
JOIN, INC	JOB PLACEMENT	1500 COLLEGE PKWY	ELKO	NV	89801	775-738-8095x	775-738-4900	F	N	0
JOIN, INC	JOB PLACEMENT	2152 RENO HWY STE 6	FALLON	NV	89406	775-423-6162x	775-423-0672	F	N	0
JOIN, INC	JOB PLACEMENT	705 E 4TH ST	WINNEMUCCA	NV	89445	775-623-6218x	775-623-6219	F	N	0
JOIN, INC	JOB PLACEMENT	768 AULTMAN ST	ELY	NV	89301	775-289-3061x	775-289-3069	F	N	0
LDS EMPLOYMENT	JENNIFER	1525 LINCOLN AVE	OGDEN	UT	84401	801-394-8801x	(801) 394-3615	F	N	0
LDS EMPLOYMENT	JOB ORDERS	10740 FAIRVIEW AVE	BOISE	ID	83713	208-375-9171x	(208) 375-1447	F	N	0
LDS EMPLOYMENT SERVICE	SCOTT	580 ROOSEVELT P.O. BOX 2345	POCATELLO	ID	83201	208-232-2862x	(208) 232-0740	F	N	0
LINC	JOB PLACEMENT	2500 KOOTENAI ST	BOISE	ID	83702	208-336-3335x	208-384-5037	F	N	0
Living Independent for Everyone	Val Johnson	2110 S Rollandent Ave RT 3, Box 301	Idaho Falls	ID	83402	208-529-8610	208-529-6804	E	N	0
LYON COUNTY SOCIAL SVC	JOB PLACEMENT	1050 PYRAMID ST	SILVER SPRINGS	NV	89429	702-577-5010x	(775) 577-5093	F	N	0
MAXIMUS	JOB PLACEMENT	C/O BUREAU OF INFORMATION SYSTEMS 450 WEST STATE ST., 2nd FL	BOISE	ID	83720	208-334-5757x	(208) 376-6907	F	N	0
Nevada Broadcasters Association	Earlene Lefler	1050 East Flamingo Road Suite S-102	Las Vegas	NV	89119	702-794-4994	702-794-4497	E	N	0
Nevada Department of Employment, Training & Rehabilitation	Lori Groa	Elko JobConnect 172 Sixth Street	Elko	NV	89801	775-753-1900	775-753-7212	E	N	0
NEVADA DEPT of EMPLOY & TRAINING	JOB BANK		LOVELOCK	NV	89419	775-778-9573x	775-778-9574	F	N	0
NEVADA STATE WELFARE	VICKI PRATT	475 W HASTELL ST	WINNEMUCCA	NV	89445	702-623-6557x	(702) 623-6566	F	N	0

Job Resources for (job ID): J015174

NEVADA VOCATIONAL REHAB	JOB PLACEMENT	172 6TH ST	ELKO	NV	89801	775-289-1675x	775-289-1611	F	N	0
NEVADA VOCATIONAL REHAB	JOB PLACEMENT	475 5TH ST	ELY	NV	89315	775-289-1675x	775-289-1611	F	N	0
NEVADA VOCATIONAL REHAB	JOB PLACEMENT	475 W HASKELL #2	WINNEMUCCA	NV	89445	775-623-6544x	775-623-6546	F	N	0
NEVADA'S JOB LINK	JOE PRAVIT	475 W HASKELL ST NO. 1	WINNEMUCCA	NV	89445	775-623-6520x	775-623-6523	F	N	0
NEVADA'S JOB LINK	KATHY BROWN	121 INDUSTRIAL WAY	FALLON	NV	89406	775-423-5115x	775-422-1450	F	N	0
NEVADA'S JOB LINK-WINNEMUCCA	JOB BANK	1125 CENTRAL AVE	LOVELOCK	NV	89419	775-623-6520x	775-623-6523	F	N	0
NEW DIRECTIONS	JANE DUKE	1910 UNIVERSITY DR	BOISE	ID	83725	208-769-3445x (208) 769-3367		F	N	0
Odgen-Weber Applied Technology Center		200 North Washington Boulevard	Ogden	UT	84404	801-627-8426	801-627-8464	F	N	0
Ogden Community Action Agency		3959 Grand Avenue	Ogden	UT	84401	801-399-9281	801-399-9887	F	N	0
Ohio and Illinois Centers for Broadcasting	Gary Janes	9000 Sweet Valley Drive	Valley View	OH	44125	216-447-9117	216-642-9232	E	N	0
PAUTE TRIBAL COUNCIL	PLEASE POST	201 BOWEAN ST	LOVELOCK	NV	89419	775-273-7861x	775-273-1144	F	N	0
PERSHING CO JUVENILE DEPT	DEE	535 WESTERN AVE	LOVELOCK	NV	89419	775-273-2769x	775-273-5113	F	N	0
PERSHING CO LIBRARY	ERIKA	1125 CENTRAL AVE	LOVELOCK	NV	89419	775-273-2216x	775-273-0421	F	N	0
PERSHING COUNTY	JOB POSTINGS	1475 CORNELL AVE STE 500	LOVELOCK	NV	89419	775-273-3200x	775-273-3244	F	N	0
ROY EMPLOYMENT CENTER	JOB PLACEMENT	1951 W 5400 S	ROY	UT	84067	801-776-7200x	801-776-7250	F	N	0
SALVATION ARMY	CAROL YN	403 12TH AVE. S	NAMPA	ID	83651	208-467-6586x	208-467-1183	F	N	0
SALVATION ARMY	LEAH PARKS	4308 W STATE ST	BOISE	ID	83703	208-343-5429x (208) 343-5402		F	N	0
SALVATION ARMY	LORI	605 NORTH BLVD	IDAHO FALLS	ID	83402	208-522-7200x	208-522-5127	F	N	0
Shoshone Bannock Tribes	David Lee	Fort Hall Indian Reservation, Idaho PO Box 306	Fort Hall	ID	83203	208-478-3755	208-478-3950	E	N	0
Shoshone-Bannock Tribes Vocational Rehabilitation Program	Ramona Medicine Horse	PO Box 306	Fort Hall	ID	83203	208-478-3927		E	N	0
South Central Idaho Works! (Area 4)	Candy McElfresh	P O Box 5079	Twin Falls	ID	83303	208-732-5727	208-732-5454	E	N	0

Job Resources for (job ID): J015174

University-Boise State University	Randy Smith	1910 University Drive	Boise	ID	83725	208-426-1011	208-426-3779	F	N	0
University-Idaho State University	Troy Kase	921 South 8th Avenue Museum Building-Room 440	Pocatello	ID	83209	208-282-2380		E	N	0
University-Idaho State University-KISU-FM	Jerry Miller	921 South 8th Avenue Mail Stop 8014	Pocatello	ID	83209	208-282-3691		E	N	0
UTAH'S JOB CONNECTION	JOB PLACEMENT	1050 S MEDICAL DR	BRIGHAM CITY	UT	84302	435-734-4060x	435-734-4062	F	N	0
UTAH'S JOB CONNECTION	JOB PLACEMENT	115 E 100 S	RICHFIELD	UT	84701	435-893-0000x	(435) 893-0002	F	N	0
UTAH'S JOB CONNECTION	JOB PLACEMENT	1290 E 1450 S	CLEARFIELD	UT	84015	801-776-7800x	801-825-9595	F	N	0
UTAH'S JOB CONNECTION	JOB PLACEMENT	2861 S 900 W	SALT LAKE CITY	UT	84119	801-975-4005x	801-975-4039	F	N	0
UTAH'S JOB CONNECTION	JOB PLACEMENT	3041 S 8560 W	MAGNA	UT	84044	801-250-2580x	801-250-2599	F	N	0
UTAH'S JOB CONNECTION	JOB PLACEMENT	44 S 350 E	DELTA	UT	84624	435-864-3860x	(435) 864-4173	F	N	0
UTAH'S JOB CONNECTION	JOB PLACEMENT	480 E 27TH ST	OGDEN	UT	84401	801-626-0300x	(801) 394-7375	F	N	0
UTAH'S JOB CONNECTION	JOB PLACEMENT	55 W 100 N	FILLMORE	UT	84631	435-743-5304x	(435) 743-5458	F	N	0
UTAH'S JOB CONNECTIONS	JOB PLACEMENT	305 N MAIN ST STE 100	TOOHEE	UT	84074	435-833-7310x	(435) 833-7395	F	N	0
VOCATIONAL REHABILITATION	BRIAN	3350 AMERICAN AVE TER #210	BOISE	ID	83706	208-334-3650x	(208) 334-3661	F	N	0
VOCATIONAL REHABILITATION	JOB PLACEMENT	650 W STATE ST	BOISE	ID	83702	208-334-3390x	(208) 334-5305	F	N	0
VOCATIONAL REHABILITATION	JOHN MILLER	912 12TH AVE S #C	NAMPA	ID	83651	208-465-8414x	(208) 465-8416	F	N	0
VOCATIONAL REHABILITATION	HOLLY HUGHES	6003 CASSIA ST	BOISE	ID	83709	208-322-3738x	(208) 327-7493	E	N	0
VOCATIONAL REHABILITATION	MENDIE MOYES	1325 ALBION	BURLEY	ID	83318	208-678-3838x		E	N	0
Welfare Division- Self Reliance	Leanne Simmons	450 West State Street	Boise	ID	83702	208-334-6535	208-334-6912	F	N	0
West Idaho Training Company	Glen Roach	3525 Arthur Street	Caldwell	ID	83605	208-454-3051	208-454-3053	E	N	0

Job Resources for (job ID): J015174

Workforce Development		533 26th Avenue Suite 204	Ogden	UT	84401	801-394-9774	801-394-9841	F	N	0
Total Resources: 100										

MONROY, ELYSE

From: MONROY, ELYSE
Sent: Tuesday, February 08, 2011 10:27 AM
To: '_JOB POSTINGS; HRITZ, TERRY; 'earlene@nevadabroadcasters.org'; 'Mark Shilstone'; 'ccnmainfor@ccnma.org'
Subject: KENV Operations Manager/ Sales
Attachments: KENV Operations Manager-Sales.doc

Please post the attached KENV Operations Manager/ Sales position to your respective posting site.

Elyse Monroy
Intermountain West
Communications Company
Legal Assistant
Sierra Communications Company
Personnel Clerk
phone: 775-336-0612
fax: 775-336-0625



February 8, 2011

via Fax 775-753-7212

State of Nevada Dept of Employment
Job Order Placement
172 6th Street
Elko, NV 89801

RE: Job Opportunities for **Operations Manager/ Sales**

Attn Job Order Placement Representative

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

A listing of a current available position is enclosed herewith. We will attempt to provide you with all pertinent details for your use in referring candidates to us by including a job description and summary of requisite skills. We would greatly appreciate any and all applicants you refer to us and are particularly interested in minorities and women.

Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

Carrie Walker
Business Manager

HP Color LaserJet 2840

KRNV
7757851208
Feb-8-2011 12:02PM

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
3468	2/ 8/2011	11:57:37AM	Send	17757537212	4:34	4	OK



February 8, 2011

via Fax 775-753-7212

State of Nevada Dept of Employment
Job Order Placement
172 8th Street
Elko, NV 89801

RE: Job Opportunities for Operations Manager/ Sales

Attn Job Order Placement Representative

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

A listing of a current available position is enclosed herewith. We will attempt to provide you with all pertinent details for your use in referring candidates to us by including a job description and summary of requisite skills. We would greatly appreciate any and all applicants you refer to us and are particularly interested in minorities and women.

Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

Carrie Walker
Business Manager

Date: 2/8/2011

BUSINESS INFORMATION

Business Name: *Ruby Mountain Broadcasting Company* Address: *1790 Vassar Street*
City: *Reno* State: *NV* Zip Code: *89502* Contact Person: *Carrie Walker, KRNV Business Manager*
Phone # *775-322-4444 Ex 1207* Fax # *775-785-1208* E-mail address: *cwalker@MyNews4.com*
Nevada Unemployment Insurance Contributions # FEIN #
Business Legal Name: *Ruby Mountain Broadcasting Company* URL Address:
Nature of Business: *Television* Total number of employees: *5*
Company Benefits:
☒ Health Insurance ☒ Dental Insurance ☒ Vacation ☒ Sick Leave ☒ Holidays
☒ Retirement Plan/401K ☐ Clothing/Uniform Allowance ☐ Childcare ☐ None given
Mandatory: Does the business have federal contracts over \$100,000? ☒ No ☐ Yes
Is the business under an Affirmative Action court order? ☒ No ☐ Yes
Physical location of job site, if different than above:

JOB OPENING INFORMATION

Job Title: *Operations Manager/ Sales* Number Of Openings: *One* Starting Wage \$ *\$22,880 + Commission*
Duration: ☒ F/T Reg ☐ P/T Reg ☐ F/T Temp. ☐ P/T Temp. Hours Per Week: *40*
Days: ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday
Minimum Age: Minimum Experience: *See ad* Shift Hours from: *TBA to TBA*
Education Level Requirements: ☐ None ☐ GED/H.S. ☐ Some College ☐ Degree
NV DL ☐ No ☒ Yes If yes, what class? Any endorsements? DMV Printout Required? ☐ No ☒ Yes
Own Transportation Required? ☐ No ☒ Yes Is the Job site on or near a bus line? ☐ No ☒ Yes
Own tools required? ☒ No ☐ Yes If yes, what?
Typing Speed: /wpm Licenses/Certifications required:
Lifting Required? *50lbs.* ☒ Consistently ☐ Occasionally
Tests: ☒ Drug ☐ Physical ☒ Background ☐ Credit ☐ Proficiency in Typing /wpm ☐ Other
Job Duties: (What does this person do during a normal shift, what skills are required to do this work?)
If more space is required, please use separate sheet or include job position description: See attached or following
Job Skills/Requirements: *See attached or following*
Referral Instructions - Contact Name: *Human Resources*
Apply Via: ☒ Apply online to *www.MyNews4.com* ☒ Email resume to *cwalker@MyNews4.com*
☒ Fax resume to fax number *775-785-1208* ☐ Call for appointment between and
☐ Send direct between and ☒ Mail resume to *1790 Vassar Street Reno, NV 89502*
Instead of a resume, will you accept a completed General Application? ☐ No ☒ Yes
Is this a confidential replacement position? ☒ No ☐ Yes

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Operations Manager - Sales Job

Employer Name: Ruby Mountain Broadcasting Company
Location: Reno, Nevada
Wage: \$22,880 + Commission
Job Code:
Number Of Openings: 1

SpiderID:
Date Posted: 2/6/2011
Category: Miscellaneous

Job Description:

Operations Manager:

Interview, hire, evaluate, and schedule all station staff;
Generate and maintenance annual budget for entire station;
Assure that Public Inspection File and Quarterly reports are filed and maintained; Complete various Corporate forms and paperwork required.
Schedule maintenance and troubleshoot building operating systems;
Monitor service for company vehicles;
Monitor signal quality, audio as well as video, report all problems immediately to designated Corporate Engineer and make adjustments in video and audio as requested;
Monitor and record all EAS activity.
Transmit weekly EAS test, log all incoming tests.
Maintain all EAS logs and transmitter log;
Sales:
Generate new advertising revenue for station and internet products;
Maintain and service existing accounts;
Monitor schedules placed with station to insure proper schedules;
Develop proposals for clients to aid them in maximizing the utility of their TV dollars;
Review and update special programming materials to insure potential advertisers are made aware of upcoming events;
Write copy, prepare and produce creative commercials for direct accounts;
Project sales figures on a monthly basis;
Responsible for collection of individual account billing; and
Perform other tasks related to the position as assigned.

Job Requirements:

Working knowledge of FCC rules and regulations;
Strong Sales experience;
Two year previous experience in similar position;
Must be available for shifts assigned as well as be on-call at all times;
Valid driver's license with no DUI convictions;
Ability to lift and carry 50 pounds;
Please submit resume. Possess a clean driving record and pass a pre-employment drug test.

Job Criteria:

Start Date: 2/6/2011
Position Type: Full-Time Permanent
Years of Experience Required:
Education Required:
Overnight Travel:
Vacation Time:

Job Benefits:

Health/Dental Benefits, Retirement Benefits

Contact Information:

Contact Name: Carrie Walker
Company: Ruby Mountain Broadcasting Company
City: Reno
State: Nevada
Zip: 89502
Web Site: <https://www.mynews4.com>

Company Type: Employer

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"Operations Manager- Sales"
position has been submitted to a temporary holding area.

Upon approval by a TVJobs.com Administrator, the job will be placed on-line, and you will receive notification via e-mail.

You can...

- Submit another job to the temporary holding area.
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- Return to Main Page of TVJobs.com.

Note! If you do not have an account with TVJobs.com and wish to confirm your job is on-line, login as a "Guest" in the Job Bank area and check the listings for

Operations Manager- Sales TVJ#34149062.

Pay particular attention to the Control Number, as this number is unique to the job you posted. Please be patient ... this job will not be placed on-line automatically. It will be reviewed first by a TVJobs.com Administrator before being added to the database. Thank you!

Would you like to be able to submit jobs directly to the database? Are you a Station Manager, Human Resources Manager, News Director, Production Manager, Chief Engineer or the person tasked with posting jobs for your station?? Become a registered employer today, and post jobs 24 hours a day! It's free and easy!

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Job Listing Preview



Broadcast Employment Services

KENV 10, Elko, Nevada

Position	Operations Manager- Sales
Station Ownership	Ruby Mountain Broadcasting Company
Reference #	<i>Will be assigned when submission is completed</i>
Type	Television
Full / Part	Full Time - Regular
Experience	See Ad
Posted	2/8/2011
Closes	3/8/2011
Time Left	28 Days
DMA	#32
Found In	Business Office



Operations Manager- Sales

Operations Manager:

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Assure that Public Inspection File and Quarterly reports are filed and maintained Complete various Corporate forms and paperwork required.

Schedule maintenance and troubleshoot building operating systems

Monitor service for company vehicles

Monitor signal quality, audio as well as video, report all problems immediately to designated Corporate Engineer and make adjustments in video and audio as requested

Monitor and record all EAS activity.

Transmit weekly EAS test, log all incoming tests.

Maintain all EAS logs and transmitter log

Sales:



Supplemental Information

Salary Type	Salaried + Commission
Salary Range	\$23,000
Starting Salary / Year	
Starting Salary / Hour	
Job Type	Full Time - Regular
Hours	8:00 pm to 5:00 pm
Workweek	Monday to Friday
Scheduled on Holidays	
Start Date	Immediately
Probation Period	
Benefits	Yes - Full Time Only
Benefit Premium	Partially Paid By Company
401K Plan	Available
Vacation	
Paid Sick Leave	
Phone Calls	No
Agent Phone Calls	
Résumé	
Cover Letter	
References	
Salary History	
Tape / Reel	
Tape Format	
Tape Return	
Director's Track	

Generate new advertising revenue for station and internet products
Maintain and service existing accounts
Monitor schedules placed with station to insure proper schedules
Develop proposals for clients to aid them in maximizing the utility of their TV dollars
Review and update special programming materials to insure potential advertisers are made aware of upcoming events
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Must be available for shifts assigned as well as be on-call at all times
Valid driver's license with no DUI convictions
Ability to lift and carry 50 pounds.
Please submit resume. Possess a clean driving record and pass a pre-employment drug test

Job Available: Immediately

Contact: Human Resources
Ruby Mountain Broadcasting Company
C/O KRNV 1790 Vassar Street Reno, Nevada 89502
Fax: 775-785-1208 Email: cwalker@MyNews4.com

**RUBY MOUNTAIN BROADCASTING COMPANY
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY
EMPLOYER**

This employer does not discriminate on the basis of sex, sexual preference, age, race, color, religion, disability, national origin, marital or veteran's status.

When responding to this job ad. please
mention you saw it listed at TVJobs.com

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**TVJobs.com E-
Résumé** Yes

Degree Required
Contract Required
Contract Length
Special Requirements

Driver's License Required
Insurance Required
Good Driving Record Required
Heavy Lifting Required

Previous Applicants
**Local Apartment
Rental**

Moving Expenses Covered By
Employee

Union Position
**Union Contract
Expires**

Confirmation Letter
Rejection Letter

Feedback No
Drug Screen Only if Job Offered

**Proof of Eligibility to
work in** Yes
U.S. Required

**Equal Opportunity
Employment** Yes
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HIRE AUTHORIZATION

STATION: KENV

DEPARTMENT: G&A

POSITION: Operations Manager/Sales

CANDIDATE HIRED: Mark Smith

STATUS: F/T P/T (Circle One)

INTERVIEWS:

Candidates Interviewed: (Name)	Referral Source Given:	Interview Date	Log No.
<u>Mark Smith</u>	<u>Unknown</u>	<u></u>	<u>034-11-1003</u>
<u>Sue Craft</u>	<u>Employee Referral</u>	<u></u>	<u>034-11-1001</u>
<u>Troy Edler</u>	<u>Self-current employee</u>	<u></u>	<u>034-11-1004</u>
<u></u>	<u></u>	<u></u>	<u></u>

TOTAL INTERVIEWS 3

RESULT/SYNOPSIS (why you chose this candidate; must be completed):

Mark was by far the most qualified candidate. He is a Radio AC with no
negot experience. Troy is a current employee & does promotions - also no negot
experience.

REFERRAL SOURCE (how they heard about job):

Selected: Mark Smith
Candidate Hired

Unknown
Referral source

Start Date:

Replacing: Terry Hritz

APPROVED BY: [Signature]
General Manager

DATE: 3/14/11

APPROVED BY: [Signature]
President & C.O.O.

DATE: 03/14/11

